



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

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| Class Title | Police Sergeant |
| Class Code Number | 6210 |

General Statement of Duties

Supervises and reviews the work of officers on an assigned shift; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to supervise and review the work of officers on an assigned shift to ensure compliance with Department policies and procedures. The work is performed under the supervision and direction of higher level supervisory and management personnel, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger.

Examples of Essential Work (Illustrative Only)

- Participates in the development and implementation of goals, objectives, policies, and priorities in designated areas of responsibility, including planning, organizing, and directing the work of departmental personnel in implementing the expressed directives of the Police Department;
- Responds to major crime scenes, accidents, or emergencies, and assumes immediate command of police activities, including supervising and participating in any or all crime scene processes, providing technical advice and direction, and requesting additional resources as necessary;

- Supervises and reviews the work of subordinate personnel to ensure compliance with department policies and procedures, including reviewing reports submitted by officers to verify complete and accurate entries and ensure compliance with prescribed standards;
- Addresses any complaints or concerns from the public or other City personnel regarding significant or controversial issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution;
- Acts as a liaison between the Police Department and the news media, local organizations and schools, and the general public to facilitate effective working relationships and ensure positive public relations;
- Monitors morale and attitudes of subordinate personnel to ensure the maintenance of effective work relationships;
- Evaluates operations for effectiveness, identifies trends, and anticipates changing needs for staffing, enforcement activities, training, and other related needs or deficiencies;
- Supervises the Department's Traffic Safety Program, including coordinating the School Crossing Guard Program, coordinating and supervising Parking Enforcement and Animal Control personnel, serving as the Department's representative at various traffic safety meetings, and for Federal and State traffic grants to ensure compliance with grant objectives and regulations, and preparing related reports as required;
- Participates in the development and administration of the Police Department's annual budget, including estimating necessary operational funds, monitoring and approving expenditures, and directing and implementing adjustments as necessary;
- Oversees training and educational directives throughout the organization, including coordinating and supervising staff training, identifying employees' deficiencies, and making recommendations for program improvements as appropriate;
- Provides network administration for the Department's computer system, including maintaining Department computers, providing technical support and advice to departmental personnel, researching and making recommendations on new software, and troubleshooting software as necessary;
- Supervises the Department's Field Training Officer Program, including scheduling recruit officers with FTO's, evaluating both recruits and FTO's, scheduling and facilitating meetings, updating program materials, and making appropriate recommendations regarding recruits' readiness;
- Prepares subordinate officers for scheduled evaluations, and makes appropriate recommendations accordingly;
- Participates on Oral Boards for selection process of new hires, specialty positions, and promotions within the Department or for other agencies;
- Performs any or all of the duties of lower ranking Police Officers as required;
- Maintains security and possession of a firearm and related equipment at all times;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of Federal, State, County, and City Municipal codes, laws and regulations;
- Thorough knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals;
- Thorough knowledge of standard Police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques;
- Thorough knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, custody of offenders, and rules relating to the seizure and preservation of rules of evidence;
- Thorough knowledge of offensive and defensive weapons nomenclature and theory;
- Thorough knowledge of appropriate self defense tactics;
- Thorough knowledge of effective and appropriate interviewing and interrogation techniques;
- Thorough knowledge of first aid and CPR procedures;
- Thorough knowledge of the safe and appropriate use of firearms and other related police equipment;
- Thorough knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement;
- Thorough knowledge of the general principles and practices of supervisory, training, and administrative principles and practices, and budget preparation methods;
- Thorough knowledge of Peace Officer's Bill of Rights as they pertain to handling complaints from the public, internal affairs investigations, critical incidents, and alleged criminal activities by officers;
- Ability to prepare complete, accurate, fair, and timely evaluations of subordinate officers;
- Ability to provide effective supervision, training, and motivation to subordinate officers;
- Ability to effectively interpret and apply laws, regulations, policies, and procedures;
- Ability to gain knowledge of supervisory and administrative techniques and methods, including budget preparation methods;
- Ability to meet required first aid standards as prescribed by the State of California, and to effectively administer appropriate first aid as necessary;
- Ability to demonstrate skill and efficiency in firearms use;
- Ability to effectively apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement;
- Ability to effectively maintain composure under adverse conditions such as public harassment, critical injuries, and death;
- Ability to establish and maintain effective working relationships with supervisory personnel, other City employees, City officials, and the general public from a variety of racial, ethnic, and economic backgrounds;
- Ability to analyze situations quickly and objectively, and to recognize actual and potential dangerous situations, and to determine proper course of action;
- Ability to present evidence in court in an effective and professional manner;
- Ability to work flexible hours and shifts as assigned;
- Ability to prioritize work and work independently using good judgement in decision-making;
- Ability to administer defense tactics and other defensive measures in a diplomatic and appropriate manner;

- Ability to effectively employ a variety of patrol tactics in the enforcement of laws, including spatial distancing, verbal and non-verbal communication, utilizing specialized tools and equipment, firearms, and self-defense techniques;
- Ability to safely and effectively operate a patrol vehicle at high rates of speed requiring good judgement and quick reflexes to ensure for one's personal safety and the safety of other motorists and the general public;
- Ability to effectively observe and accurately recall names, faces, numbers, incidents, and places;
- Ability to meet physical requirements established by Department;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and
- Considerable (four to six years) experience as a Police Officer.

Required Special Qualifications

- Valid Class C California State Driver's license;
- P.O.S.T. Intermediate Certificate.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to observe and identify criminal activity, read and report license plates, and efficiently operate law enforcement equipment and firearms as required;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate law enforcement equipment and vehicles, render aid to the public, detain criminals, and administer sobriety and other field tests as required;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to move heavy objects, easily access tight spaces and confined areas, and sit for extended periods as required.